

ST. JOSEPH COUNTY BOARD OF HEALTH
ST. JOSEPH COUNTY, INDIANA

Regular Meeting

January 21, 2026
4:30 p.m.

4th floor Council Chambers
County City Building, South Bend, IN

Members Present:

John Linn, P.E., Chair
Elizabeth Lindenman, MD, Vice Chair
Robert Hays, MD
Jill Kaps VanBruaene
Kristin Vincent, CNM
Ellen Reilander, Esq.
Michael A. Harding, EdD

Members Absent:

Vacant Position
Vacant Position

Others Present:

Michelle Migliore, D.O.	Renata Williams, MPH
Alissa Balke, MPH	Denise Kingsberry
Ericka Tijerina	Mike Wruble, MBA
Ashley Helman, RN	Carolyn Smith
Briannah McCall, MPH	Kara Dishman
Amy Ruppe	Karen Teague
Michelle Haluda, RN	Diana Purushotham, MD - TEAMS
	Marcellus Lebbin, Esq. – Counsel

NOTE: Due to issues Microsoft was having with their servers there is no recording of this meeting.

I. CALL TO ORDER & ROLL CALL

A. The regular meeting of the St. Joseph County, Indiana Board of Health was called to order at 4:31 p.m.

II. ELECTION OF OFFICERS FOR 2026

Marcel Lebbin, Esq. asked for nominations for Chairman of the Board

Upon a motion by Ellen Reilander, Esq. being seconded by Robert Hays, MD and unanimously carried, John Linn, P.E. was appointed Chairman of the Board for 2026.

Marcel Lebbin, Esq. asked for nomination for Vice-Chairman of the Board

Upon a motion by Ellen Reilander, Esq. being seconded by

Robert Hays, MD and unanimously carried, Elizabeth Lindenman, MD was appointed Vice-Chairman of the Board for 2026.

III. ADOPTION OF THE AGENDA

- A. It is recommended the Board of Health members adopt the agenda for January 21, 2026.

Upon a motion by Jill Kaps VanBruane, being seconded by Robert Hays, M.D. and unanimously carried, the agenda for January 21, 2026, was adopted.

IV. APPROVAL OF MINUTES

- A. It is recommended the Board of Health members approve the minutes of the regular meeting of November 19, 2025.

Upon a motion by Jill Kaps VanBruaene, being seconded by Elizabeth Lindenman, MD, and unanimously carried, the minutes of the November 19, 2025, meeting of the Board of Health were approved.

V. BOARD PRESIDENT ANNOUNCEMENTS

There were no Board President Announcements.

VI. HEALTH OFFICER PRESENTATION and REPORT

26-01 Discussion and Vote - Health Officer's Report (November)
Community Access, Resources, and Education (C.A.R.E.)
Environmental Health
Finance
Food Services - **Spotlight**
Health First Indiana
Lead Report
Nursing
Vital Records

The November Health Officers Report was presented in cursory fashion because the December meeting was cancelled due to lack of a quorum. As a direct result the Food Services spotlight from December was presented at this time by Carolyn Smith, Director of Food Services and Pools, and Karen Teague, Assistant Director of Food Services and Pools, and is attached to these minutes.

Dr. Migliore noted that there were decreased number of events in December because this is generally a slow time given the holidays and busy holiday schedules for our community partners.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, MD and unanimously carried, the December Health Officer's Report was approved.

26-02 Discussion and Vote - Health Officer's Report (Quarterly - Oct, Nov, Dec)

Community Access, Resources, and Education (C.A.R.E.)
Environmental Health
Finance
Food Services
Health First Indiana
Lead Report
Nursing
Vital Records

The quarterly packet was reviewed cursorily and in the interest of time, the Lead spotlight will be presented at the February Board meeting.

It should be noted that the KPI's for the Health First Indiana programing are just now completed as of this week and the preliminary results are very favorable. A more detailed report of each community partners KPI's will be forthcoming.

The Department continues to work on all policies and procedures and job descriptions and hopes to have those completed in the next few months.

Upon a motion by Ellen Reilander, Esq., being seconded by Elizabeth Lindenman, MD, and unanimously carried, the quarterly Health Officer's Report was approved.

VII. NEW BUSINESS

26-03 Appointments to the Personnel Committee

John Linn asked for nomination to the Personnel Committee for 2026.

John Linn, P.E., Michael A. Harding, EDD., Robert Hays, MD, Elizabeth Lindenman, MD, and Ellen Reilander, Esq., were nominated.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Jill Kaps VanBrauene, and unanimously carried, John Linn, Michael A. Harding, Robert Hays, Elizabeth Lindenman, and Ellen Reilander were appointed to the Personnel Committee for 2026.

26-04 Appointments to the Finance Committee

John Linn asked for nomination to the Finance Committee for 2026.

John Linn, P.E., Elizabeth Lindenman, MD, Jill Kaps VanBrauene, and Kristin Vincent, CNM, were nominated.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Jill Kaps VanBrauene, and unanimously carried John Linn, Elizabeth Lindenman, Jill Kaps VanBrauene, and Kristin Vincent were appointed to the Finance Committee for 2026

26-05 Appointments to the Appeals Committee

John Linn asked for nomination to the Appeals Committee for 2026.

John Linn, P.E., Elizabeth Lindenman, MD, Ellen Reilander, Esq., were nominated.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Jill Kaps VanBrauene, and unanimously carried John Linn, Elizabeth Lindenman, and Ellen Reilander were appointed to the Appeals Committee for 2026.

26-06 Discussion and Vote - Onsite Wastewater Advisory Board appointments

John Linn stated he made a few phone calls to potential candidates to fill these Advisory Boards and he is waiting on responses.

There was a request to table this to the February 18, 2026, meeting of the Board of Health.

Upon a motion by Elizabeth Lindenman, being seconded by Ellen Reilander, Esq., and unanimously carried, the Onsite Wastewater Advisory Board appointments was tabled until the February 18, 2026, meeting of the Board of Health.

26-07 Discussion and Vote - Water Resources Advisory Board appointments

John Linn stated he made a few phone calls to potential candidates to fill these Advisory Boards and he is waiting for responses.

There was a request to table this to the February 18, 2026, meeting of the Board of Health.

Upon a motion by Elizabeth Lindenman, being seconded by Ellen Reilander, Esq., and unanimously carried, the Water Resources Advisory Board appointments was tabled until the February 18, 2026, meeting of the Board of Health.

26-08 Discussion and Vote – Job Description – Director of Community Access, Resources and Education (C.A.R.E.)

Dr. Migliore detailed the process of how the job descriptions are updated. 1st the Unit Director and the Assistant Director go through the job descriptions, then Mike Wruble, our Director of Operations then Drs. Migliore and Purushotham, then lastly Board Member Ellen Reilander, Esq., helps to proofread and edit the job description. The final copy goes to the Board of Health Attorney for review before it goes to the board for final approval.

Ellen Reilander, Esq., asked that this be amended to include “Will have working knowledge of all unit medical and biometric equipment and tools” to the Director of C.A.R.E.’s job description.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, M.D. and unanimously carried, the job description for the Director of Community Access, Resources and Education (C.A.R.E.) was approved, as amended.

26-09 Discussion and Vote - Job Description - Assistant Director of Community Access, Resources and Education (C.A.R.E.)

Ellen Reilander, Esq., asked that this be amended to include “Will have working knowledge of all unit medical and biometric equipment and tools” to the Assistant Director of C.A.R.E.’s job description.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, M.D. and unanimously carried, the job description for the Assistant Director of Community Access, Resources and Education (C.A.R.E.) was approved, as amended.

26-10 Discussion and Vote - Job Description - Director of Food Services

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, M.D. and unanimously carried, the job description for the Director of Food Services was approved.

26-11 Discussion and Vote - Job Description - Assistant Director of Food Services

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, M.D. and unanimously carried, the job description for the Assistant Director of Food Services was approved.

26-12 Discussion and Vote - Job Description - Medical Assistant

Ellen Reilander, Esq., asked that the job description include “Certified Medical Assistant candidates will have a high school diploma or GED at a minimum and will possess a valid Indiana certification”.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, M.D. and carried, the job description for the Medical Assistant was approved, as amended.
(Kristin Vincent - Nay)

26-13 Discussion and Vote - Job Description - Environmental Health Specialist/Septic

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, M.D. and unanimously carried, the job description for the Environmental Health Specialist/Septic was approved.

26-14 Discussion and Vote - 2026 Budget - County Health Department and Local Public Health Services

This is a budget neutral salary ordinance changing our PT Registrar to a FT Certified Medical Assistant. We are using funds originally budgeted for the PT Registrar as well as unused funds in other salary lines.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Robert Hays, M.D. and unanimously carried, the 2026 Budget - County Health Department and Local Public Health Services was approved.

26-15 Discussion and Vote - 2026 Budget - Health School Liaison

The funds donated by The Phair Foundation had an unspent balance at the end of 2025, so we request to appropriate those unused funds for schools to utilize in 2026.

Upon a motion by Ellen Reilander, Esq., being seconded by Robert Hays, M.D. and unanimously carried,

the 2026 Budget - Health School Liaison was approved.

26-16 Discussion and Vote - 2026 Budget - Health Trust Fund

We overbudgeted in fund 9111 and this request removes the funds that were spent in 2025 which are no longer available.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Ellen Reilander, Esq., and unanimously carried, the 2026 Budget - Health Trust Fund was approved.

26-17 Discussion and Vote - 2026 Budget - NACCHO Mentor Program

The grant was a deliverable-based grant and has unused funds available for appropriation.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Ellen Reilander, Esq., and unanimously carried, the 2026 Budget - NACCHO Mentor Program was approved.

26-18 Discussion and Vote - 2026 Fee Schedule - Nursing - Typhim

This change is due to our supplier not carrying the multi-dose vials of Typhim any longer, so the only other injectable option is single dose syringes, and this variation is \$176.00 per dose.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Jill Kaps VanBrouaene, and unanimously carried, 2026 Fee Schedule - Nursing - Typhim was approved.

VIII. GRANT REQUESTS

26-19 Discussion and Vote – Apply - American Heart Association - Meeting People Where They Are

The American Heart Association has a \$1,500 grant that concentrates on rural areas. The CHW's are starting a chronic condition program and hope to apply for this to help pay for the testing supplies.

Upon a motion by Elizabeth Lindenman, MD, being seconded by Ellen Reilander, Esq., and unanimously carried, Apply - American Heart Association - Meeting People Where They Are was approved.

IX. OLD BUSINESS

None

X. PUBLIC COMMENT (3 Minute Limit)

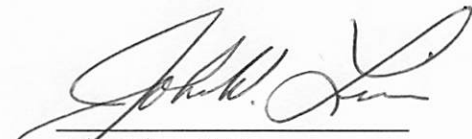
There was no public comment.

XI. TIME AND PLACE OF NEXT REGULAR MEETING


February 18, 2026 - 4:30 p.m. 4th Floor Council Chambers.

ADJOURNMENT

The St. Joseph County, Indiana Board of Health meeting was adjourned at 5:39 p.m.



John Linn, P.E.,
Chair of the Board



Michelle Migliore, D.O.
Secretary of the Board



Food Services & Pool Program

- ▶ ST. JOSEPH COUNTY DEPARTMENT OF HEALTH
- ▶ OPTIMAL HEALTH FOR A THRIVING ST. JOSEPH COUNTY

Team Food & Pools

Tenacious...Enthusiastic...Committed...

Carolyn Smith, Director : 29 years

Karen Teague, CPO Assist Director : 24 years

Sarah DeFreeuw, Admin Assistant: 2-3/4 yrs

Jasmine Seay, Staff Assistant : 9 mos

► **Food Safety Inspection Officers (FSIO)**

Lynette Wesby – 10 years

Jacob Parcell, CPO - 7 years

Kaitlyn Hammes - 3 years

Jamie Young - 3 years

Sara Schaefer, CPO – 15 months

Meagan McNinch – 6 weeks



We are...

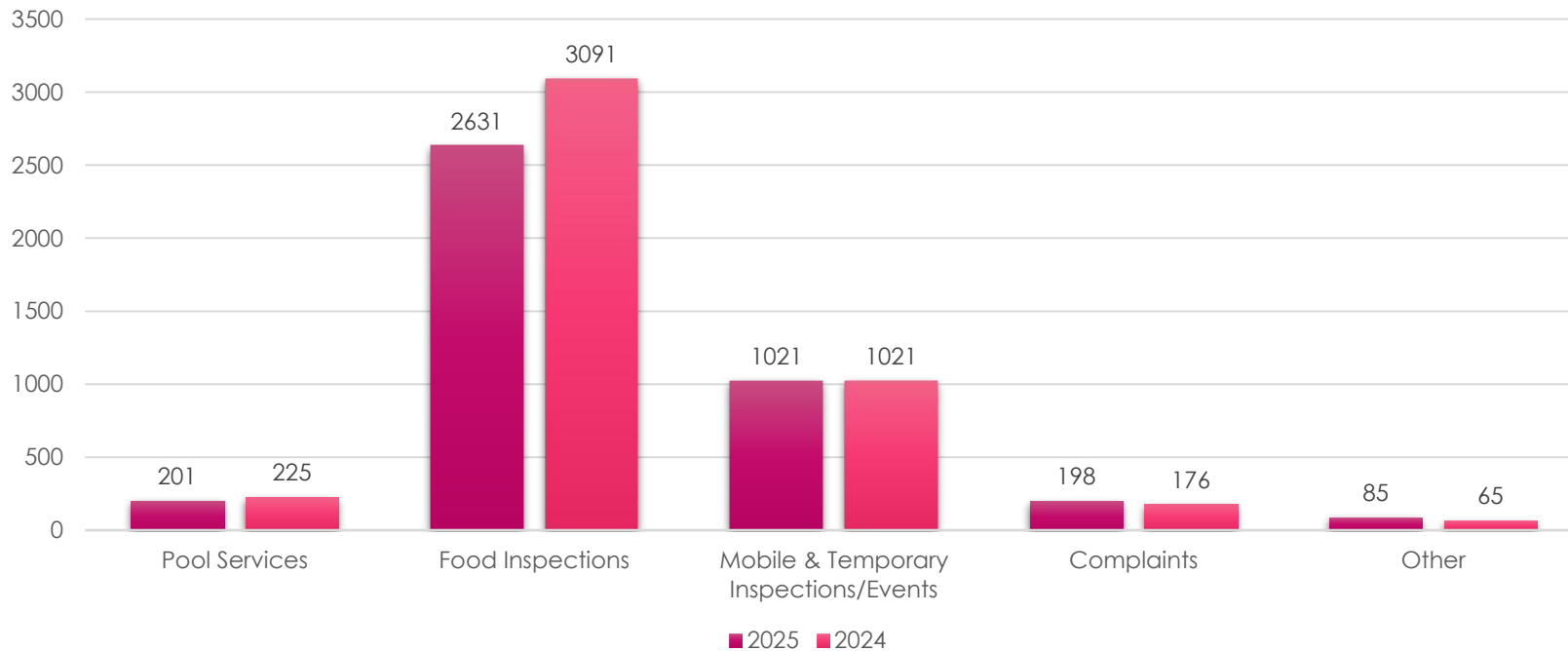
- ▶ Food Safety Inspection Officers (FSIO) and Certified Pool Operators (CPO), agents of IDOH, authorized by law to conduct food and pool safety inspections.
- ▶ Agents of the County Health Officer.
- ▶ Educators teaching food safety and regulators enforcing the laws that help prevent food and pool related illness and disease.
- ▶ Instructors assuring adherence to the most current food industry best practices and water safety guidance.
- ▶ Communicators reporting operator compliance to ensure that food and recreational waters are safe for all who reside in and visit St. Joseph County.
- ▶ Certified Food Protection Managers (CFPM) and Certified Pool Operators (CPO®) trained to uniformly assess an operations overall understanding of and compliance to safety guidelines.

We're authorized to...

- ▶ Inspect food establishments and pools to verify their compliance with food and pool regulations and monitor their adherence to current safety rules.
- ▶ Enforce laws and regulations that protect public health, ensuring food and water safety.
- ▶ Review past inspection reports and check records maintained at the diverse establishments.
- ▶ Observe and interview food and pool staff to determine their overall understanding of food and pool safety and sanitation requirements.
- ▶ Recommend appropriate interventions and/or remediation, when risk factors are cited.

2025 YTD Services

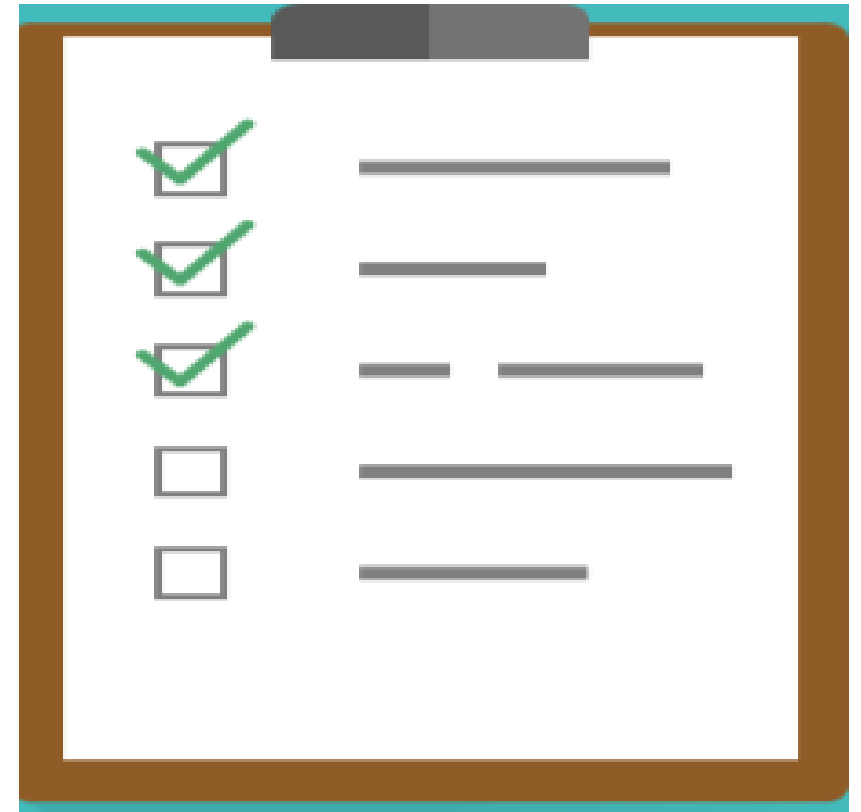
Total Services by Category



SERVICES	YTD 2025	YTD 2024
Food	198	176
Store/service/smoking		
Complaints		
Routine & Opening	2631	3091
Inspections		
Civil Penalties	3	3
Abatements	13	7
Correspondence		
Possible Foodborne Illness	0	2
Investigations		
Establishments Requested	3	1
to Close		
Plan & Review/New	60	49
Constr./Remodel		
Fire Investigations	9	6
Health Officer Hearings	0	1
Temporary Events &	1021	1021
Inspections/Mobiles		
Meetings	111	147
Pool Information		
Pool Inspections	119	135
Pool Consultations	1	0
Pool Complaints	4	2
Pool Closings	77	88

2025 accomplishments

- ▶ County Ordinance revision
- ▶ Staff Assistant hired and trained
- ▶ CPO certified and orientation completed
- ▶ 410 IAC 7-26 new code adopted with initial roll out emphasizing education vs enforcement.
- ▶ Facilitated new code training workshop for Notre Dame Dining Services.



Operations...diverse inspection types

Pre-operational

A pre-operational inspection is conducted to ensure that the retail food establishment was built or remodeled in accordance with the approved plans and specifications and that the establishment fully complies with 410 IAC 7-26.

Routine

Unannounced inspections are conducted on a predetermined rotation at a frequency based on the complexity of the menu type.

Follow-up/Enforcement

Includes rechecks, Abatements, probation, and repeat violation inspections.



Complaints

- ▶ Consumer reports of unsanitary practices and/or conditions.
- ▶ Behaviors observed not compliant with food and/or pool safety rules and requirements.
- ▶ Presence of insects, rodents or other pest activity.
- ▶ Reported consumer illnesses believed to be food related.



Temporary Events

- ▶ Transitory public gatherings/events that do not exceed 14 consecutive days and operate for a specific purpose in conjunction with a single event or celebration.
- ▶ Food may be prepared on site or transported from an inspected licensed commercial facility.



SJCDoH Pool Program

- ▶ Inspections are based on Indiana State Public and Semi-Public Pools Rule 410 IAC 6-2.1.
Local inspection authority is based on Chapter 95: Public/Semi-Public Pools and Spas
- ▶ Inspect all public and semi-public pools and spas
 - ▶ Chemical levels
 - ▶ Signage
 - ▶ Lifesaving equipment
 - ▶ Lifeguard requirements
 - ▶ Weekly bacterial water report monitoring
 - ▶ Investigate complaints
 - ▶ Consultations
 - ▶ Ensure VGBA compliance and investigate drownings



Pool Inspections

- ▶ Pool Types and the Numbers
 - ▶ Hotels, Apartments, Schools, Rehabilitation Facilities, Community Clubs, & Parks
 - ▶ Indoor and Outdoor Traditional Pools and Spas, Therapy, Wading, Splash, & Competition Pools
 - ▶ All pools pay a fee based on type.
 - ▶ 71 indoor pools and spas (17 traditional spas & 9 Therapy pools)
 - ▶ 79 outdoor pools and spas (3 traditional spas, 7 wading pools, 4 recirculating Splash pads)



2026... looking ahead

- ▶ Enforcement phase of 2025 food code 410 IAC 7-26
- ▶ On boarding of county-wide Integrated Permit Processing System
- ▶ Update County Ordinance to reflect 410 IAC 7-26 revised food code, and state-wide Mobile Retail Food Establishment changes.
- ▶ Update unit policies and procedures and assist with job description revisions.

THANK YOU!

COMMENTS/QUESTIONS?

